

Generated Date: _____

Generated By: _____

DTR Report

Employee Id: _____

Employee Name: _____

Department: _____

Payroll Period: _____

Date	Schedule In	Time In	Tardiness	Undertime	Hours Work	Night Diff	Actual OT	Approved OT	Credited OT	Leave	Absent	Holiday Spec.
	Schedule Out	Time Out					Hours	Hours				Holiday Reg.